

**Law Practice Management & Technology Section  
Executive Committee Teleconference**

Thursday • February 23, 2006 • 1:30 pm to 3:30 pm  
(800) 353-1667 passcode 619348

AGENDA		
Item (who)	Desired Outcomes	Time
<b>Welcome</b> (Andrew Elowitz)	<ul style="list-style-type: none"> <li>Welcome to Teleconference</li> </ul>	5 min
<b>Minutes</b> (Larry Meyer)	<ul style="list-style-type: none"> <li>Minutes discussed, changed (if needed), and approved.</li> </ul>	5 min
<b>Upcoming Meetings</b> (Andrew)	<ul style="list-style-type: none"> <li>Details of March 30 meeting in SF reviewed</li> <li>June 22 Meeting Date confirmed</li> <li>Annual Meeting matters discussed</li> </ul>	10 min
<b>New Members and Officers</b> (Andrew)	<ul style="list-style-type: none"> <li>Status of new member applications for 2006-2009 term</li> <li>Discuss preparation of email notices and flyers for Annual Meeting to encourage applications to join exec comm.</li> <li>Determine who will be responsible for above item.</li> <li>New officers</li> </ul>	10 min
<b>Comments to Board of Governors re Foundation</b>	<ul style="list-style-type: none"> <li>Summarize ideas from SEI live meeting and discuss new ideas.</li> <li>Identify who will send these to Paul Hokokian</li> </ul>	5 min
<b>LegalTech West</b> (Carole)	<ul style="list-style-type: none"> <li>Discuss staffing of LPMT booth and materials needed to attract new members and vendors</li> <li>Discuss speakers for LTW</li> <li>Discuss ways to publicize the event and our participation</li> </ul>	15 min
<b>Marketing the On-line Catalog</b> (All)	<ul style="list-style-type: none"> <li>Reach consensus on goals and desirability</li> <li>Determine who and what committee will be responsible for this</li> </ul>	10 min
<b>Education</b> (Jim Robinson)	<ul style="list-style-type: none"> <li>Discuss SEI Results, attendance, and new members, if this information is available</li> <li>LPMT membership benefit one-page and PP slides</li> </ul>	10 min
<b>Vendor</b> (Alex Lubarsky)	<ul style="list-style-type: none"> <li>Clarify ideas on vendor involvement at LPMT Reception at the Annual Meeting</li> <li>Report on any developments.</li> </ul>	5 min
<b>Webroom</b> (Andrew)	<ul style="list-style-type: none"> <li>Follow up on Matt Olney's emails: any further problems?</li> </ul>	10 min
<b>The Bottom Line</b>	<ul style="list-style-type: none"> <li>Articles needed?</li> </ul>	5 min

(Mike Tonsing)

**E-newsletter**  
(George)

- Identify who will be coordinating content
- Budget for content and production approved

15 min

**Alliance Relationships**  
(Andrew)

- Progress report

5 min

**Going Forward**  
(Andrew Elowitz)

- Requests for information, resources or support made
- Action plans summarized

10 min